

Warren County Board of Supervisors

Committee: Economic Growth & Development

Date: August 26, 2013

Committee Members Present: Others Present:

Supervisors Taylor	Wayne LaMothe, County Planner, Planning & Community
Montesi	Development Department
Monroe	Patricia Tatich, Associate Planner
Wood	Kevin B. Geraghty, Chairman of the Board
Mason	Paul Dusek, County Administrator
	Joan Sady, Clerk of the Board
	Frank E. Thomas, Budget Officer
	Supervisors Girard
	Vanselow
	Westcott
	Ed Bartholomew, President, Warren County Economic
	Development Corporation
	Don Lehman, <i>The Post Star</i>
	Thom Randall, <i>Adirondack Journal</i>
	Nicole Livingston, Second Deputy Clerk

Mr. Taylor called the meeting of the Economic Growth & Development Committee to order at 10:00 a.m.

Motion was made by Mr. Mason, seconded by Mrs. Wood and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Wayne LaMothe, County Planner, Planning & Community Development, who distributed an Agenda to the Committee members, a copy of which is on file with the minutes.

Commencing the Agenda review, Mr. LaMothe presented a request for a transfer of funds in the amount of \$5,751.18 to replace the Department's eleven year old plotter and to purchase an antenna for the GPS unit.

Motion was made by Mrs. Wood and seconded by Mr. Monroe to approve the request as presented.

Mr. Montesi asked how much the plotter cost and Mr. LaMothe responded approximately \$4,000; however, he said, he was requesting to transfer more money for the possible purchase of a remote antenna for the GPS unit to enhance satellite reception.

Mr. Taylor called the question and the motion was carried unanimously to approve the request for a transfer of funds as outlined above, and to forward the same to the Finance Committee. A copy of the Transfer of Funds request form is on file with the minutes.

The next item on the Agenda, Mr. LaMothe stated, was a request to close Capital Fund H249.9550 280, First Wilderness Corridor 2005, and to transfer the estimated remaining balance in the amount of \$53,1958.25 to H340.9550 280, First Wilderness 2012.

Motion was made by Mr. Monroe, seconded by Mr. Mason and carried unanimously to close Capital Fund H249.9550 280, First Wilderness Corridor 2005, and transfer remaining balance to H340.9550

280, First Wilderness 2012, as outlined above, and to refer the same to the Finance Committee. A copy of the resolution request form is on file with the minutes.

Mr. LaMothe apprised Item 3 was a request to authorize a sub-recipient agreement with the Town of Warrensburg and Hudson Headwaters Health Network (HHHN) for the administration and bidding of the new facility in Warrensburg. He reminded the Committee that the County was the recipient of a \$400,000 grant award called CD73 for the Warrensburg Health Center and the next request was to establish those codes. He mentioned that HHHN had also received a \$5 million award from the Federal government and rather than having the County bid out the separate components, HHHN would complete all of the bidding documents subject to County review. He noted this was a similar agreement to the one that they had secured with the Town of Chester for the Chester Health Center.

Motion was made by Mrs. Wood, seconded by Mr. Montesi and carried unanimously to approve the request as outlined above, and the necessary resolution was authorized for the September 20, 2013 Board meeting. A copy of the resolution request form is on file with the minutes.

Mr. LaMothe said Item 4 was a request to establish the program budget codes for the CD73 project, the Warrensburg Health Center, and to amend the 2013 budget to increase estimated revenues and appropriations in the amount of \$400,000 to allocate the grant award for the HHHN project.

Motion was made by Mrs. Wood, seconded by Mr. Mason and carried unanimously to approve the request to establish the program budget codes for the CD73 project and to amend the 2013 County budget as outlined above, and to refer the same to the Finance Committee. A copy of the resolution request form is on file with the minutes.

Continuing the Agenda review with Program Updates and Discussion, Mr. LaMothe apprised he had included a synopsis of the applications that his Department had submitted under the most recent round of the CFA (Consolidated Funding Application) grant funding. The first application, he said, pertained to connecting the Countryside Adult Home to the Town of Warrensburg's Wastewater Treatment System, replacing two boilers that heated the building, as well as the emergency generator. He added the total funding request for this project was \$640,910. Mr. LaMothe informed that the second application submitted under the CFA was for the Local Waterfront Program and he outlined four activities that the funding would be used for, as identified in the Agenda. He stated the total amount requested for those four activities was approximately \$500,000 and the 50/50 match would be provided by the project sponsors, not the County.

Mr. LaMothe reported his Department had been working with the Purchasing Department to assist communities with the Hazard Mitigation Grant, and the Town of Thurman was the latest project. He advised bids had been received relative to a bridge on River Road and that grant should be substantially complete by the end of September, weather permitting.

Mr. LaMothe mentioned the next item pertained to the E911 Address Policy and he noted a draft version modeled after Sullivan County's policy was included in the Agenda for review. He explained that 911 addresses were based on the area where a driveway connected with a road, with separate 911 addresses being assigned every fifty feet. The dilemma they had encountered, he continued, was that some communities had access roads that serviced three or four buildings on a right-of-way (ROW) easement, and technically each building would have the same 911 address because of where the private roads connected with the town roads. He expounded this policy would request towns to establish, by resolution, private roads in order for separate 911 addresses to be issued.

Mr. Montesi requested that a sample resolution be forwarded to all the towns and Mr. LaMothe

acknowledged the request.

Motion was made by Mr. Montesi, seconded by Mr. Monroe and carried unanimously to adopt the E911 Address Policy and Procedure for Obtaining a 911 Address, and the necessary resolution was authorized for the September 20, 2013 Board meeting. A copy of the resolution request form is on file with the minutes.

Concluding the Agenda review, Mr. LaMothe remarked that under the grant program for the HHHN Project and others, they were sometimes required to identify a Labor Standards Officer to make sure that the wage rates were complied with by verification through site interviews. He advised that Martin Fitzgerald, Construction Cost Coordinator, had been performing these interviews for some time, but a new form included in the grant administration packet questioned who was appointed to perform the necessary interviews. Mr. LaMothe commented that, as a Department Head, he believed he was authorized to make such appointments, but was seeking recognition from the Committee. Paul Dusek, County Administrator, interjected that a resolution authorizing Mr. LaMothe to appoint a Labor Standards Officer should be approved.

Motion was made by Mr. Monroe, seconded by Mr. Mason and carried unanimously to approve a resolution authorizing the County Planner to appoint a Labor Standards Officer for presentation at the September 20th Board meeting. *A copy of the resolution request form is on file with the meeting minutes.*

Mr. Taylor apprised he had invited Ed Bartholomew, newly appointed President of the Warren County Economic Development Corporation (EDC), to address the Committee on a regular basis to keep them apprised of EDC operations and he noted Mr. Bartholomew was in attendance to make this update. Mr. Bartholomew thanked the Committee for the opportunity to speak and said he looked forward to developing a very productive relationship with the County. He advised one of his first initiatives would be to finalize plans setting up office hours at the Warren County Municipal Center on a regular basis for EDC representatives to work with the members of the Board of Supervisors and answer any questions they might have. Additionally, Mr. Bartholomew advised he would also be reaching out to the Supervisor of each municipality to set up similar meeting times, as well as activities and events, to address the needs of the Towns, Villages and businesses of Warren County.

Mr. Bartholomew announced there were some important changes being introduced for EDC operations, one of which pertained to revisions of current bylaws to include PAAA (*Public Authorities Accountability Act*) compliance. He said that in order to improve operational transparency, the EDC intended to begin providing agendas, meeting minutes and financial reporting documents on their website by January 1st. Secondly, Mr. Bartholomew continued, the bylaws would be updated to include a revision to the EDC Board membership to include one voting member to be appointed by the Warren County Board of Supervisors, as well as one voting member from each of the Town of Queensbury and the City of Glens Falls.

With respect to upcoming activities for the month of September, Mr. Bartholomew advised the Southern Adirondack Planning & Zoning Forum would be held at the Fort William Henry Conference Center in Lake George, NY on September 19th, with the Keynote Speaker being Fred Monroe, Supervisor of the Town of Chester and Executive Director of the Adirondack Park Local Government Review Board. Additionally, he noted that the Washington County LDC (*Local Development Corporation*), Warren County LDC and SUNY Adirondack Continuing Education would be conducting the Fall 2013 series of the Microenterprise Assistance Small Business Program beginning on September 9th at the SUNY Adirondack Campus (*Washington Hall*). Mr. Bartholomew advised the course lasted for ten weeks and would be held on Monday evenings from 6:00 p.m. to 8:00 p.m.

at a course cost of \$150. He commented that this was a terrific program from which a number of participants had graduated and continued on to be successful candidates for Warren County LDC and City of Glens Falls LDC loans.

Mr. Bartholomew stated that in the past job creation and retention rates had been discussed and this was another initiative the EDC hoped to foster. He said it was also important to be able to work cooperatively on grant and planning processes and the EDC was looking forward to a closer working relationship with the staff of the County's Planning & Community Development Department, as well as with Mr. Dusek in his capacity as the County Administrator. Mr. Bartholomew advised that many times business owner became very confused with the all of the services available from various organizations in Warren County and the EDC desired to offer assistance and guidance to businesses facing permitting issues; he added that they intended to use the resources available to organize and expedite the delivery of services to the local businesses.

Mr. Bartholomew mentioned the EDC would be forwarding a brief survey to each of the municipalities and businesses located in Warren County in an attempt to identify and outline the respective needs of each community, such as those associated with expansion of utilities such as water and sewer, natural gas, electrical and telecommunication facilities. Mr. Bartholomew stated that they intended to determine Warren County's priorities for presentation to the Capital Region Economic Development Council which would be holding a special infrastructure forum meeting on October 30th and 31st in Albany, NY. He commented that he believed this listing would be included for further recommendation by the Capital Region Economic Development Council, allowing Warren County to attract additional funding to meet those needs.

In closing, Mr. Bartholomew advised he had recently attended a meeting of the Warren-Washington Counties IDA held at the Warren County Airport, following which discussion had been held regarding the possibility of scheduling joint meetings between the respective IDA organizations on a regular basis to develop dialogue and discussion amongst them. He said they desired to extend the same formula to the LDC organizations to move them closer together and apprise everyone of what their particular priorities and desires were.

A brief discussion ensued.

There being no further business to come before the Economic Growth & Development Committee, on motion made by Mrs. Wood and seconded by Mr. Mason, Mr. Taylor adjourned the meeting at 10:38 a.m.

Respectfully submitted,
Nicole Livingston, Second Deputy Clerk